Certified Staff Leave Requests - Web Link

Paid Time Off (PTO) & Sick Bank NEW for 2023/2024

▶ Per the 2023/2024 Negotiated Agreement, Each Certified Teacher will be granted ten (10) Paid Time Off (PTO) days to be used during the contract year. **PTO days may be used for personal, sick, or bereavement leave.**

▶ When used for personal leave, no more than three (3) consecutive days can be used without Superintendent approval.

▶ PTO days used for personal leave cannot be taken the first two or last two weeks of the school year, adjacent to a school break, or used during staff development/Parent-Teacher Conferences without Superintendent approval.

▶ After PTO days are used, teachers may use their accumulated sick days (Sick Bank) as sick leave only. – **SICK BANK days are not to be submitted until after all PTO days are used up.**

▶ See the Negotiated Agreement for additional information

Important Notes on PTO & Sick Bank

- ▶ PLAN AHEAD- If you are planning on taking PTO for personal reasons, especially in the spring, enter it in Web Link as soon as you know.

- ▶ If your plans change, and a PTO day that has been submitted needs to be cancelled, log in and RECALL it, then DELETE it. That way it will no longer show up on your total balance. (see page 11 for instructions)

- ▶ **Once you have used all 10 PTO days in any given year, Web Link will not allow you to submit any more – this includes unsubmitted and recalled leave requests, so please make sure you're deleting them if you no longer need to use them (not just recalling them).**

- ▶ After PTO days have been exhausted, accumulated Sick Bank days can be used for illness/medical appointments for yourself or immediate family members.

- ▶ Unused PTO days will be applied to the Teacher's Sick Bank days at the end of the school year. **Once the Teacher's Sick Bank accumulates to the maximum of 50 days, any accrued but unused days will be bought back by the District at a rate of 50% of the current substitute rate.** Payment for this will be in June following the conclusion of the school year.

Leave Requests in Web Link Overview

- Certified Staff need to submit ALL leave requests via their Web Link account.

- Always communicate with your administrator personally when you are requesting leave! Requesting leave in Web Link is not to be considered in lieu of personal contact with your administrator.

- After a teacher submits a leave request, the Principal and Office staff will receive an email requesting approval. Administrator requests will go to the Superintendent.

- Shared staff- If a teacher works in 2 different buildings, the leave will be sent to administrators and office staff at both buildings.

- Activity Leave- Activity requests will go to the Activities Director and office staff in your building.

Calculating the number of leave units for all leave <u>EXCEPT 'Coverage':</u>

Leave Units for all leaves EXCEPT Coverage	
Elementary	**Middle/High Schools**
1 hour = .125 of a Unit (day)	1 period = .125 of a Unit
2 hours = .25 of a Unit	2 periods = .25 of a Unit
3 hours = .375 of a Unit	3 periods = .375 of a Unit
4 hours = .50 of a Unit	4 periods = .50 of a Unit
5 hours = .625 of a Unit	5 periods = .625 of a Unit
6 hours = .75 of a Unit	6 periods = .75 of a Unit
7 hours = .875 of a Unit	7 periods = .875 of a Unit
8 hours = 1.00 Unit (Full day)	8 periods = 1.00 Unit (Full day)

- Round up! Any portion of an hour is considered a full hour. Please do not try to calculate to the minute.
- The number of leave units for Coverage is ALWAYS 1.00, every time!

Coverage!

- Coverage was created as a way to allow teachers to be able to be absent for short times, up to 2 hours, without being required to use their accrued leave balances.
  - Teachers are allowed to use Coverage up to 4 times per year, and each time Coverage is used, it is 1.00 full unit. Every time!
  - If you require a paid substitute, for example if you ask the office staff to find a substitute for you, you cannot use Coverage
  - If you have another teacher cover your class during your absence, in order for Coverage to be used, that teacher will not receive the additional pay for that period

How to submit a Leave Request in WebLink

1. After logging into WebLink, go to 'Employee Information' and roll down to 'Leaves', then 'Leave Request Entry'

Employee Information   Repo
Check History
Leave Balance
Leave Request Entry
Leave Request Entry - FMLA
Leave Request Inquiry
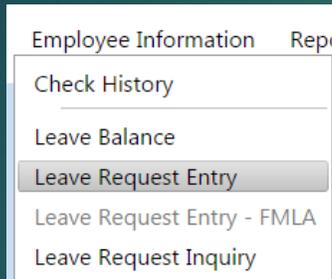
3. Select from the following 'LEAVE ID' list

Leave ID Search

Leave ID ▲	Leave Description
COVERAGE	1-2 HOURS ABSENCE WITH COVERAGE
PROFES	PROFESSIONAL LEAVE
PTO	PAID TIME OFF - CERTIFIED STAFF
SCHACT	SCHOOL ACTIVITY LEAVE
SICKBANK	SICK BANK - CERTIFIED STAFF

2. The 'Leave Request Entry' page pulls up, and you will need to first select which 'LEAVE ID' you are requesting.

SU inc software unlimited school accounting system   +wl web link

Home   Data Entry   Employee Information   Reports   Settings   Help

Leave Request Entry

Leave ID
Unit of Tracking
Cancelled
Start Date   Start Time   All Day
End Date   End Time
Number of Leave Units to Use

Leave Balances
Current Posted Balance
Unposted or Approved Entries
Pending Approval Entries
Unsubmitted Entries
Total Balance

Your Comment

Comments	User Name	Date Updated
No records to display.		

Approvals

Approved	Rejected	Actual	Primary	Sequence ▲	Result Date
No records to display.					

Submit Current Leave Request   0 Unsubmitted

PTO leave request:

4. Select the start and end date, the number of days or portion of day you are requesting (chart on page 4), and whether a substitute is needed.
Your Leave Balances will show what or if you have leave time available

5. Under **'Additional Leave Request Fields'** enter whether the PTO is for sick, personal, or bereavement leave, and if you have a request for a specific substitute.

6. You must click on **'Submit Current Leave Request'** to submit your request, or if you'd like to save it and come back later, click on the disk to save.

Professional and School Activity leave request:

The only difference between this request sheet and the PTO leave request sheet is that this sheet also asks you to list the school or professional activity and location that you are requesting leave for. Please be brief but specific.

Leave Request Inquiry

You will now have the ability to look at your leave requests through the 'Leave Request Inquiry' option
A. Go to '**Leave Request Inquiry**' under '**Employee Information**'
B. All of your requests will be listed and will show up on the calendar below. You can scroll between months by clicking on the arrows at the top of the calendar

Recalling and Deleting a Leave Request

If necessary, you may recall a leave request before it has been approved. You can then either delete it or make changes and re-submit. Please note that if it is not deleted, it will show up under 'unsubmitted absence' and be deducted from your total balance. Please delete your requests if you will not be using them.

To recall a leave request:
- Go to 'Leave Request Entry' under 'Employee Information', then click on the binoculars next to the 'Leave ID' field, then select the leave request you want to recall and click on 'Recall' at the bottom of the page.
- Delete the request after recalling it, so it does not show up as a pending request and deduct from your leave balance

To delete a leave request:
- Go to 'Leave Request Entry' under 'Employee Information', then click on the binoculars next to the 'Leave ID' field, then select the leave request you want to delete and click on 'Delete' (red circle with an X in it) at the bottom of the page.